

FORM 5-04 VOUCHER BACK-UP SHEET FOR OA/CTS CONTRACTS AND EXAMPLE

VOUCHER BACK-UP SHEET FOR JOB CORPS OA/CTS CONTRACT		
A. IDENTIFYING INFORMATION		
1	Contractor Name.....	ACME CORPORATION
2	Contract Number.....	AE88888888
3	This Voucher Number	12
4	For Reimbursement of Expenses Incurred Through	8/31/2011
5	Current Contract Modification Number	5
B. AMOUNTS VOUCHERED VERSUS CONTRACT FUNDING		Total
1	Payments Actually Received to Date	\$440,000.00
2	Pending Payments Based on Vouchers Previously Submitted	\$42,000.00
3	Amount Requested on this Voucher	\$45,000.00
4	Cumulative to Date, Including this Voucher (B1+B2+B3)	\$527,000.00
5	Current Contract Funding	\$780,000.00
6	Balance of Contract Funding Remaining After This Voucher	\$253,000.00
C. COMMENTS		
INSTRUCTIONS		
SECTION A		
<ol style="list-style-type: none"> 1. Self-Explanatory 2. Self-Explanatory 3. Vouchers must be numbered sequentially 4. Normally either the last day of the month or the 15th 5. Number of the most recent contract modification when the voucher is submitted 		
SECTION B - Enter Amounts for Operating Expense, CRA, and Totals Under the Appropriate Columns		
<ol style="list-style-type: none"> 1. Amount of payments actually received by the contractor for this contract as of voucher submittal date 2. Amount of payments that are pending for this contract based on vouchers previously submitted by the contractor 3. Amount of payment requested on this voucher (taken from SF 1034) 4. Enter total of Lines B1, B2, and B3 5. Enter contract funding amount per current contract modification 6. Enter result of Contract Funding minus Cumulative Vouchered Amount to Date (This should be a positive amount) 		
SECTION C		
Contractor may use this section to provide any comments deemed appropriate, such as identifying the previous vouchers that were paid in amounts other than requested.		
* In vouchers that are prepared for expense through the end of a month, the cumulative amount should be in agreement with the cumulative vouchered reimbursable expense amounts shown in page 2, Section F, of the 2110-OA/CTS cost report that is submitted for that month.		